

**Imperial County Board of Supervisors
Agricultural Benefit Loan Program**

Request for Proposals

Released May 19, 2015

Revised January 23, 2018

I. Overview

The Agricultural Benefit Program has been established by the Imperial County Board of Supervisors to increase the number of net new direct and indirect agricultural jobs and to improve our local economy by supporting and improving agricultural production, protection, stewardship, research and development, and education. Proposals for loans through the Agricultural Benefit Program must meet one or more of these goals. Proposals may, at some point, become public record and therefore information in your proposal may become discoverable by the public.

Agricultural Benefit Funds may be used to provide financial assistance for projects in one or more of the following identified target areas:

- Agricultural Business Development (e.g. construction of Ag commodity processing plant);
- Research and Development (e.g. development of beneficial new crops or technology);
- Ag Stewardship (e.g. bringing abandoned or neglected ground back into production).

II. Selection Criteria

Criteria that will be considered in reviewing proposals for funding will include, but not be limited to:

- Does the project address one or more of the goals and target areas of the Agricultural Benefit Program (see "Overview" above)?
- Does the project address a demonstrated, documented need?
- What is the project's level of direct short-term and long-term impact and benefit to agriculture in Imperial County?
- How complete and clear is the project proposal – for research proposals, include a thorough description of research and procedures to be used, indicating sound and valid experimental design appropriate to the proposed project.
- What are the capabilities, experience, financial security, and integrity of the persons/organizations responsible for conducting the proposed project?
- What other sources of funding have already been secured for the proposed project – give the amount and percent of total project cost available through these other sources and provide documentation.
- What level of funding is being requested in relation to the expected benefits of the project – provide cost benefit estimates, such as number of net new direct and indirect jobs to be created.
- What is the location of the project? All projects must demonstrate direct beneficial impacts to Imperial County agriculture. Preference will be given to projects located within Imperial County.
- Projects that include a high percentage of other sources of funding, or that include multiple entities working together, are highly encouraged and will be given preference for funding.
- Salary support for the project leader or co-project leader is highly discouraged.

III. Loan Terms and Information

Loans will be available for a maximum of \$15,000 for each new net full time equivalent (FTE) direct job created up to a maximum of \$1 million dollars per project. Proposals that supply more new net direct jobs for less funding per job will be scored higher. For purposes under this program, those jobs created as part of the construction of any facility shall not be included when calculating "FTE direct jobs." The interest rate will be set at the County's Local Agency Investment Fund rate, and adjusted each year based on the annualized quarterly interest rate on June 30, up to a maximum interest rate of 2%. Loans may be for a term of up to a maximum of ten years. Loans may be partially forgivable, up to a maximum of 20% of the original loan amount, upon meeting set goals and success criteria as established for that project during the application process. Please note that labor construction cost paid by the public funding (i.e., this loan program) must be at prevailing wages.

IV. Selection Process

The County of Imperial will review projects and requests for funding based on the selection criteria and the 100-point scale as follows:

1. Job Creation 35 points
Projects will be scored based on criteria such as total net direct and indirect jobs to be created both in the short term and long term; quality of the jobs created (skill level, salary level); the amount of Ag Benefit loan request per each direct job created; etc.

2. Project Benefits and Feasibility 30 points
Projects will be scored based on criteria such as expected beneficial impact to Imperial County agriculture and Imperial County's economy; whether the project is a start-up vs an expansion of an existing business; experience, knowledge, and prior success of the applicants in this business; strength of the business plan; reasonableness of the projected project costs and returns; direct involvement of the applicants in the operation and management of the project; etc.

3. Financial Strength and Collateral 25 points
Projects will be scored based on criteria such as percentage of secured project financial needs being requested from the Ag Benefit Fund; strength of current business financial statement from existing business; financial strength of applicants, especially in a startup business; collateral; etc.

4. Other 10 points
Projects will be scored based on criteria such as whether or not the project addresses a demonstrated, documented need in the agricultural industry; completeness and thoroughness of the proposal and application; location of the project; etc.

V. How to Submit Funding Proposals

Please submit applications for funding to Imperial County Agricultural Commissioner Office located at 852 Broadway, El Centro CA 92243. Attention: Carlos Ortiz or email forms to carlosortiz@co.imperial.ca.us

VI. Timeline and Process

Projects will be reviewed on a first-come first-served basis. Applicants are encouraged to meet with County staff prior to submitting a loan application in order to review the requirements they must meet in order for their applications to be accepted. Such requirements include prevailing wages, financial documents, factors that can delay the application process and deadlines. Only complete applications will be accepted and vetted by County staff to ensure that all documents required are included with the application. Once the application is vetted, the applicant must present the project to the Agricultural Benefits Committee. The committee will then discuss, evaluate and move to make a recommendation on funding of the projects. Prior to the Board's consideration of the loan application, the County's CEO's office will meet with the applicant to negotiate the terms of the loan, determine any collateral required and develop a draft loan agreement. The committee will then submit the recommendation to the Board of Supervisors for discussion and final decision. In the event that draft agreement is not completed in 90 days, the committee will be advised and the application will be subject to cancellation.

If loan documents are not finalized and the project commenced within 90 days of Board Approval, the application is subject to review and termination by the Board of Supervisors. Projects that are not operational within 36 months of Board approval are subject to review by the Board of Supervisors. The Board of Supervisors reserves the right to suspend a project and release the encumbered funds if the agreement is not completed within the 90 days' timeframe or fully operational within the maximum 36 month timeframe.

VII. Other Information

- The County of Imperial reserves the right to request additional information when necessary from the applicant and applicant will agree to comply in a timely fashion with that request. Applicant attests to the accuracy and truthfulness of the information submitted and that it is completed to the best of their knowledge. The applicant further authorizes County of Imperial to request credit reports in connection with this application for credit, and to seek out any other information it deems appropriate and necessary to process this application. Applicant authorizes County of Imperial to release such information to any entity as required in the processing of this application.
- Furthermore, applicant understands that County of Imperial may NOT approve any application submitted under this RFP and reserves the right to reject any and all applications submitted. However, if approved, applicant reserves the right to accept the loan according to the terms and conditions thereto, or may withdraw the application.
- I/We hereby certify that the enclosed information, including any attachments or exhibits provided here within or at a later date, is valid and correct to the best of my/our knowledge.
- All projects must demonstrate and provide documentation of successful progress or completion, and may be subject to inspections and audits. Failure to provide this information may affect the success of future applications, and for multi-year projects, could result in loss of funding.
- All published reports, presentations, or public exposure for any results or activities that are the result of this supported project must include acknowledgement of the "Imperial County Board of Supervisors Agricultural Benefit Program".
- Proposals submitted may, at some point, become public records and therefore information in your proposal may become discoverable by the public.
- Please refer to and provide all information in the attachments listed below.

VIII. Attachments

- Attachment A. Loan Application
- Attachment B. Loan Checklist
- Attachment C. Release of Information Form



County of Imperial

940 W. Main St, Ste 208
El Centro, CA. 92243
(442) 265-1001
(760) 352-7876 FAX

AGRICULTURAL BENEFIT PROGRAM LOAN APPLICATION

ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED AND REVIEWED

APPLICANTS SHALL NOT CONTACT INDIVIDUAL COMMITTEE MEMBERS FOR TECHNICAL ASSISTANCE IN PREPARING THEIR APPLICATIONS. THE CONTACTING OF INDIVIDUAL BOARD MEMBERS BY AN APPLICANT FOR TECHNICAL ASSISTANCE MAY DISQUALIFY AN APPLICATION FROM CONSIDERATION.

1. APPLICANT INFORMATION

Name _____ Date _____

Address _____ City _____ State _____ Zip Code _____

Social Security _____ Home Phone (_____) _____ Work Phone (_____) _____

2. BUSINESS INFORMATION

Business Name _____ Date established _____

Business Address _____ City _____ State _____ Zip Code _____

Type of entity (check one): Corporation Partnership Proprietorship LLC

Type of Business _____ Business/Taxpayer I.D. #: _____

3. MANAGEMENT (PROPRIETOR, PARTNER, OFFICERS AND STOCKHOLDERS OWNING 20% OR MORE STOCK)

NAME	ADDRESS	% OWNED	ANNUAL COMPENSATION

4. PROJECT INFORMATION

Total Estimated Cost of Project \$ _____ Equity Contribution \$ _____

Amount of Loan Request \$ _____ Other Financing \$ _____

Other Public Funding Requested or Obtained \$ _____

Name of Bank providing private financing _____

Contact Person at the Bank: _____ Phone: (_____) _____

5. USE OF LOAN FUNDS (ENTER GROSS DOLLAR AMOUNTS)

	LOAN REQUESTED	USE OF PRIVATE FUNDS	TOTAL
Land Acquisition	\$	\$	\$
Equipment	\$	\$	\$
Inventory Purchase	\$	\$	\$
Working Capital	\$	\$	\$
Construction Cost	\$	\$	\$
Other	\$	\$	\$
Total Loan Requested	\$	\$	\$

6. OTHER GOVERNMENT FINANCING (ENTER GROSS DOLLAR AMOUNTS)

NAME OF AGENCY	AMOUNT	DATE OF REQUEST	BALANCE	STATUS
	\$		\$	
	\$		\$	

7. OUTSTANDING DEBTS

CREDITOR	ORIGINAL AMOUNT	CURRENT BALANCE	MONTHLY PAYMENT	DATE OF LOAN	COLLATERAL

8. SUMMARY OF COLLATERAL

	ACTUAL COST	DATE PURCHASED	CURRENT BALANCE	LOCATION
A. Land	\$		\$	
B. Bldg.	\$		\$	
E. Net Accounts Receivable	\$		\$	
G. Other	\$		\$	
TOTAL COLLATERAL:	\$		\$	

9. PROJECT INFORMATION

Please provide a project narrative with the following information:

- a) Describe your business.
- b) Please provide a brief description of your specific business experience as relevant to the loan.
- c) Describe what the loan funds will be used for. Please be specific.
- d) How many jobs will be created as a result of this loan?
- e) Explain how this project addresses the criteria stated in the Request For Proposals (RFP).

The attached scoring sheet will be used to evaluate your business loan application.

10. PERMITS AND/OR LICENSES

Please provide copies of all applicable operating permits and/or licenses

11. PERSONAL INFORMATION

- a) Have you ever filed bankruptcy? NO IF YES, DATE _____
- b) Are you or your business currently involved in any pending lawsuit? No If Yes, please provide details
- c) Are you involved full time in the operation and management of this business? No Yes

If no, who oversees the operation and management? _____

IMPORTANT: The County of Imperial reserves the right to request additional information when necessary from the applicant and applicant will agree to comply in a timely fashion with that request. Applicant attests to the accuracy and truthfulness of the information submitted and that it is completed to the best of their knowledge. The applicant further authorizes County of Imperial to request credit reports in connection with this application for credit, and to seek out any other information it deems appropriate and necessary to process this application. Applicant authorizes County of Imperial to release such information to any entity as required in the processing of this application.

Furthermore, applicant understands that County of Imperial may **NOT** approve the application. However, if approved, applicant reserves the right to accept the loan according to the terms and conditions thereto, or may withdraw the application.

I/We hereby certify that the enclosed information, including any attachments or exhibits provided here within or at a later date, is valid and correct to the best of my/our knowledge.

Name of applicant: _____ Signature of applicant: _____

Name of applicant: _____ Signature of applicant: _____

Application Date: _____



County of Imperial

940 W. Main St, Ste
208 El Centro, CA.
92243 (442) 265-1001
(760) 352-7876 FAX

AGRICULTURAL BENEFIT PROGRAM LOAN CHECKLIST

All documents requested must be turned in before the application is vetted and reviewed by County Staff

1. **LOAN APPLICATION** - only a complete application will be accepted and vetted by County Staff
2. **RELEASE OF INFORMATION FORM**
3. **EXECUTIVE SUMMARY OR BUSINESS PLAN** – A copy of the Executive Summary or Business Plan (if the company has less than two years in existence) with statement of purpose and estimated projected revenue and expenses.
4. **RELEVANT BUSINESS AND/OR PERSONAL FINANCIAL INFORMATION** – Please provide any and all relevant business and/or personal financial information which will assist the county in the review process regarding the application for financing of the proposed project. Please redact any personal social security numbers. This information must include but is not limited to:
 - a. Business Income Tax Returns – for the last three years including all schedules
 - b. Current Balance Sheet or Interim Balance and Income Statement if it's a new business
 - c. Personal financial statement and federal income tax return for the last three years for each principal if it's a new business



**COUNTY OF IMPERIAL
RELEASE OF
INFORMATION**

940 W. Main Street, Ste. 208
El Centro, CA 92243-2875
Tel: 442-265-1001
Fax: 760-352-7876

I/We authorize the County of Imperial, and any credit reporting agency utilized by the County of Imperial to verify any information necessary in connection with a down payment assistance loan application, including, but not limited to, the following:

1. Credit History
2. Bank Accounts
3. Employment and Income

Authorization is further granted to use of photographic copy of my/our signature(s) below to obtain information regarding any of the aforementioned items.

Applicant Name

Signature

Social Security Number

Date of Birth

Physical Address

Company Name

Signature

Company Identifying Number(s)

Physical Address

Co-Applicant Name

Signature

Social Security Number

Date of Birth

Physical Address

Note: Please use additional sheets as necessary.